

Bobby Duke Middle School Site Council
Bylaws

Article I

The name of this Committee shall be the Bobby Duke Middle School Site Council.

Article II

Duties of the School Site Council

The school site council of Bobby Duke Middle School shall carry out the following duties: ● Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees.

- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

Article III

Members

Section A: Composition

The school site council shall be composed of 10 members, selected by their peers as follows:

- 3 Classroom teachers
- 1 Other school staff
- 5 Parents or community members
- The school principal shall be an ex official member of the school site council.

School Site Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

School site council members shall be elected for 2 year terms with the option of 1 year

due to eighth grade promotion.

Section C: Voting Rights

Each voting member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted. In case of a voting member not present, the alternate would be entitled to vote for the absent member. (An alternate teacher can only vote in place of a teacher, an alternate “other” can only vote for in the place of “other”)

Section D: Termination of Membership

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

Section E: Transfer of Membership

Membership on the school site council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

Article IV Officers

Section A: Officers

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, and other officers the school site council may deem desirable.

The president/chair shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council that are approved by the school site council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.

The vice-president/chair shall:

- Represent the presidents’ assigned duties.
- Substitute for the president in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the following other persons: School Staff
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses and telephone numbers of each member of the

school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.

- Perform other such duties as are assigned by the president or the school site council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the last meeting of the school site council and shall serve for 1-2 years maximum, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office.

Article V Committees

Section A: Subcommittees

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

Section B: Other Standing and Special Committees

The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

Section C: Membership

Unless otherwise determined by the school site council, the school site council president shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The school site council shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its government not inconsistent with these bylaws or rules adopted by the school site council, or policies of the district governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the school site council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article VI

Meetings of the School Site Council

Section A: Meetings

The school site council shall meet on the second Tuesday of each month. Special meetings of the school site council may be called by the chairperson, ***Principal*** or by majority vote of the school site council.

Section B: Place of Meetings

The school site council shall hold its regular meetings at a facility provided by the school (Multipurpose room, Library), unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the school site council.

Section C: Notice of Meetings

Written public notices shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: Office staff workroom and notices sent home.

All required notices shall be delivered to school site council and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, personally or by mail (or by email).

Section D: Quorum

The act of a majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A simple majority of the members of the school site council shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

Section F: Meetings Open to the Public

All meetings of the school site council, and of committees established by the school site council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VII Amendments

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.